

11-29/6

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7 April 1959

MEMORANDUM FOR : [REDACTED]

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SUBJECT : Report of Cable Secretariat Operations From  
1 - 31 March 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 12,392 IN cables, 4,712 OUT cables, 1,183 TD's and 1,079 miscellaneous items for a total of 19,366 work items for March 1959. This represents an increase of 366 items or 2% above the 1958 monthly average of 19,000 work items.

b. Cables increased 404 or 2.5% over the 1958 monthly average of 16,700 cables. March 1959 total is 949 or 5% less cables than March 1958.

c. TD's increased 61 or 5.5% over the 1958 monthly average of 1,122 TD's.

d. We processed an average of 780 cables Monday through Friday, 425 on Saturday and 95 on Sunday.

e. 961 cables or 5% of all cables processed were furnished to the Director as compared to 825 or 5% for February 1959.

2. Personnel

25X1A a. Last month we lost our Secretary Steno (maternity leave) and a CSDO [REDACTED] who went on 90 days LWOP to decide whether he would stay with the Agency or resign to accept outside employment. [REDACTED] decided to resign. We gained a Clerk Typist. We are still three short of our ceiling strength of [REDACTED]. However, the Office of Personnel has promised us three persons next month.

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25X1A b. [REDACTED] (Assistant CSDO) was awarded \$100.00 for his suggestion proposing the transfer of information from 3 x 5 cards to flexoline strips. This system makes it easier and faster to look up cryptonyms and pseudonyms and also is a space saver.

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c. [REDACTED] attended the American Management Association's Seminar on the management of small office operations. The Seminar dealt with fundamental management principles and practices, personnel, supervision, methods and procedures and office services. [REDACTED] feels the Seminar was very good in that there was a free exchange of ideas among the group enabling those who needed help or solutions to their particular problems to carry back the answers along with some good ideas.

3. General

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a. The DD/I review on one days incoming traffic was made by [REDACTED] on 31 March. He found no cables of interest to DD/I which we had failed to disseminate to or suspend to DD/I.

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b. Attachment A comprises effective strength with assignment strength for the months of February and March 1959.

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c. As a result of [REDACTED] (CSDO) resigning, the CSCP selected and I approved the following, [REDACTED] Acting CSDO, [REDACTED] Acting Assistant CSDO, [REDACTED] Acting Releasing Officer and [REDACTED] Acting Assistant Releasing Officer.

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d. We have completed the first running of our Cable Typist Training Course. All personnel attending the course have improved their typewriting accuracy and skill and have passed the course.

e. The Cable Analyst Training Course will begin 6 April with two persons attending. This course is designed to qualify individuals for positions of higher responsibility in the Cable Secretariat.

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f. I will be on active military duty from 13 - 24 April 1959 and possibly will take 3 - 5 days annual leave following my military duty. Both [REDACTED] and [REDACTED] will be present for duty during my planned absence.

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[REDACTED]

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Cable Secretary

Attachment  
Tab A

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